24 November 1982

MEMORANDUM FOR: DCI Logs Officer	STAT
SUBJECT : Official Transportation During Snow Emergencies	
Chris:	
Per your memorandum, subject as above, please add the following	
to your list of essential individuals:	•
	STAT
Executive Secretary	STAT
Executive Secretariat	STAT

ROUTING AND RECORD SHEET							
SUBJECT: (Optional)							
OFFICIAL TRANSPORTATION DURING SNOW EMERGENCIES							
FROM:			EXTENSION	NO. STAT			
DCI Logs Officer			DATE				
			18 November 1982				
TO: (Officer designation, room number, and building)	DA	ATE	OFFICER'S	COMMENTS (Number each comment to show from whom			
	RECEIVED	FORWARDED	INIIIALS	to whom. Draw a line across column after each comment.)			
1. Executive Secretary				In accordance with the attached memo, please provide the AO/DCI			
2.				with a listing of personnel (complete with name, title,			
		, ,		address, and home telephone			
3. AO/DCI				number) to be furnished trans- portation during a snow/weather emergency by COB 15 December.			
4.							
5.							
6.		·					
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

FORM 610 USE PREVIOUS

16 November 1982

MEMORANDUM FOR: VAdministrative Officer, DCI

Chief, Administrative Group, DDI

Executive Officer to the DDA

Special Support Assistant to the DDA Chief, Administrative Staff, DDS&T

FROM:

Chief, Logistics Services Division, OL

SUBJECT:

Official Transportation During

Snow Emergencies

- 1. The Logistics Services Division, Office of Logistics (OL/LSD), is currently in the process of updating its emergency transportation plan which is to be implemented in the event weather conditions render public transportation immobile. is requested that a listing be submitted of essential individuals in your component who might require official transportation during snow emergencies. Also provide the name and home telephone number of your designated contact officer. compiling this list, you should bear in mind that the resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. You are urged, therefore, to limit your list to those individuals who are absolutely essential to the continuing operation of the Agency and live within the close vicinity of the Headquarters Building.
- 2. In the event that extreme weather conditions immobilize all other modes of transportation, you or your designated contact officer will be notified that the emergency transportation plan is being implemented. Accordingly, you should advise each individual on your list that it will become the responsibility of each person who requires transportation to contact this office on and request this service.
- 3. It is requested that your list, complete with name, title, address, and home telephone number, be forwarded to LSD by 17 December 1982.

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